NAVPGSCOL INSTRUCTION 5512.1

Subj: PROCEDURES FOR APPROVAL AND ISSUANCE OF IDENTIFICATION
       CARDS AT THE NAVAL POSTGRADUATE SCHOOL

Ref: (a) SECDEF Memo of 16 JAN 01

Encl: (1) Approval Authority List
       (2) Procedures to obtain a Common Access Card (CAC)
       (3) Procedures to obtain a Biometric Identification
             System (BIDS) Card
       (4) BIDS ID Card Application

1. Purpose. To establish procedures governing the issuance
of identification cards to personnel at the Naval Postgraduate
School (NPS).

2. Cancellation. This is a new instruction and should be
read in its entirety.

3. Background. Reference (a) directs the issuance of the
Common Access Card (CAC) and establishes who will be issued
the CAC.

4. Discussion. In accordance with reference (a) the CAC will
be used to control access to DoD facilities, installations,
and controlled spaces. Reference (a) does not preclude the
use of supplemental badging systems that are considered
necessary to provide an additional level of security not
presently afforded by the CAC.

     a. Enclosure (1) specifies who will be authorized a CAC
Card and who will be authorized a BIDS card. Those personnel
listed in enclosure (1) as the approving authority for
contractors to obtain a CAC Card will complete and sign a
Signature Card (DD 577). The Chief of Staff will sign the
Signature Card as the approving officer. After completing the
signature card, the card will be provided to the CAC issuing
offices.

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    b. Enclosures (2) and (3) describe procedures for
obtaining a CAC or BIDS card. Personnel who will be on board
for more than 3 months will be issued either a CAC or BIDs
card as appropriate. International personnel attending either
the 4 week or 11 week DRMI courses will be issued a CAC or
BIDS regardless of the length of the course. All other
personnel who will be onboard under 3 months will be placed on
the Gate Access List.

    c. Civilian International Students and their dependents
attending NPS will be issued the DD 1173 Identification card.
 This card authorizes them access to the exchange and
commissary. They will also be issued a BIDS card.

    d. Upon termination of the member's relationship with
NPS, e.g., an expired contract, or termination of civil
service employment, it is the responsibility of the approving
official to ensure that the ID card has been returned to the
appropriate ID card issuing office for destruction.

                         //S//
                         FRANK C. PETHO
                         Chief of Staff

Distribution:
NAVPGSCOLINST 5605.25 (List 1)

ID CARD APPROVAL AUTHORITY

ID TYPE	ID CARD APPROVING OFFICIAL
CAC	
Mil	
US (white ID card)	PSD
INTL (red ID card)	
NPS Students	Asst Dean of SIGS for International Affairs
DRMI Students	Director DRMI
DOD Civ (white ID card)	HRO
Includes NAF	
Non-DOD Government Civilians (while assigned to NPS)	
(white ID Card)	
Contractor	
US (green ID card)	
Academics	Dean of Research/Director, Research and Sponsored Programs Office
Public Works	ROICC Contracting Office
ITACS	CIO
Naval War College	NPS NAVWARCOL Program Administrator
TRAC Monterey	Director TRAC
Supply	NPS Supply Officer
INTL (red ID card)	** Visit Request info must be submitted IAW NPSINST 5510.1C
Academics	Dean of Research/Director, Research and Sponsored Programs Office
Public Works	ROICC Contracting Office
ITACS	CIO
Naval War College	NPS NAVWARCOL Program Administrator
TRAC Monterey	Director TRAC
Supply	NPS Supply Officer

BIDS	
Emeritus Faculty	Director, Academic Planning
Visiting Civilian Faculty	Director, Academic Planning

Postdoc
    National Research Council (NRC)
        US
        INTL
    American Society for Engineering Education (ASEE)
        US Only
	Dean of Research/Director, Research and Sponsored Programs Office
	
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Engineers and Scientists Exchange Program (ESEP) INTL	Dean of Research/Director, Research and Sponsored Programs Office ** Visit Request info must be submitted IAW NPSINST 5510.1C
Intergovernmental Personnel Act (IPA) US	Dean of Research/Director, Research and Sponsored Programs Office

Faculty on Sabattical
    US
    INTL
	Director, Academic Planning
	
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Civilian employees from DoD agencies detailed to work at NPS (Detailees) US	 Director, Academic Planning
INTL NPS Civilian Students and Dependents	Asst Dean of SIGS for International Affairs
INTL DRMI Civilian Students and Dependents	Director DRMI
NPS Foundation Personnel	Chief of Staff
CLO	Chief of Staff
CEE	Director, CEE
Teslin Cards	
US Military Retirees	PSD
Dod Dependents	PSD
Dependents of NPS INTL military personnel	Asst Dean of SIGS for International Affairs
DD-1173 ID CARDS	
INTL NPS Civilian Students and Dependents INTL DRMI Civilian Students and Dependents	Asst Dean of SIGS for International Affairs Director DRMI

Access List	Approving Official

MWR
    Clients
    Guests
    Vendors
	QOL Director

PW
    Vendors
    contractors on short term
	PWO

NEX Vendors	NEX Officer

Conference attendees
    US
    INTL
	Conference Coordinator
	
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Short term visitors
    US
    INTL
	Individual being Visited
	
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BOA	Protocol
BOV	Protocol
OVERSIGHT	Protocol

Common Access Card

1. Common Access Cards (CAC) are now replacing all other forms of Identification Cards throughout the Department of Defense. In the very near future, access to all DoD installations, including NPS, will require the CAC. The new CAC Card will be issued to Active Duty Uniformed Services Personnel and Selected Reserves; and DoD Civilian Employees (GS, WG, AD, and NAF) and Contractor personnel. Family members, retirees, Disabled American Veterans, and Inactive Ready Reserve and Guard will not be issued the new CAC, they will continue to receive the standard DOD ID Card.

2. The following procedures are to be followed to obtain a CAC:

   a. Military personnel will report to the PSD Monterey ID Card Office and verify their information on DEERS.

   b. NPS Civilian Personnel (GS, WG, AD, and NAF) will fill out Section I and II of DD Form 1172-2 (Application For Department of Defense Command Access Card DEERS Enrollment). This form can be obtained and filled out using the following link: http://intranet.nps.navy.mil/code00/Common%20Access%20Card/DD%20 1172-2.pdf. Once Section I and II have been filled out, the form must be taken to HRO for verification and completion of Section III. HRO will also verify citizenship. Citizenship will be verified by birth certificate, passport or naturalization certificate. After HRO completes Section III, the individual will proceed to PSD ID Card Section with the form for issuance of a CAC. (Step by Step procedures on completing Sections I and II of the CAC Application Form can be found using this link: http://intranet.nps.navy.mil/code00/Common%20Access%20Card/DD%20 1172%20Instructions.pdf.

   c. NPS Contractors will fill out Section I and II of DD Form 1172-2 (Application For Department of Defense Command Access Card DEERS Enrollment). This form can be obtained and filled out using the following link: http://intranet.nps.navy.mil/code00/Common%20Access%20Card/DD%20 1172-2.pdf. Once Section I and II have been filled out, the

form must be provided to the appropriate approving official for verification and completion of Section III. The approving official will also verify citizenship. Citizenship will be verified by birth certificate, passport or naturalization certificate. After the approving official completes Section III, the individual will proceed to PSD ID Card Section with the form for issuance of a CAC. (Step by Step procedures on completing Sections I and II of the CAC Application Form can be found using this link: http://intranet.nps.navy.mil/code00/Common%20Access%20Card/DD%20 1172%20Instructions.pdf.) Contractors should coordinate with the approving official to obtain their signature.

3. Please be aware that because of the encrypting the standard time to process a CAC is approximately 15 minutes. Be assured that all the information of the CAC meets or exceeds the protection requirements of the privacy laws. Printed information on the CAC is kept to a minimum.

4. If you have any questions, please feel free to contact the Security Manager (ext: 2450) or your appropriate approving official.

BIOMETRIC IDENTIFICATION SYSTEM
(BIDS) Card

1. The Naval Postgraduate School is establishing a base access control system that will utilize a Biometric Identification System (BIDS). The Common Access Card (CAC) and Retired or Dependant identification card is compatible with BIDS. If you are not eligible for a CAC Card, or Retired or Dependent ID card you will be required to obtain a BIDS card.

2. NPS Police Department (PD) and Student Services Office will issue and control the registration of all BIDS cards. The issuing office will retrieve all NPS base specific ID Cards and destroy them. Any person who has the new Common Access Card, or qualifies for one, will not receive a BIDS card.

3. The new BIDS ID Card will be issued to the personnel identified in enclosure (1) under the BIDS Section. Any individual requiring a BIDS card will fill out Section I, II and IV (if applicable) of NPS PD Form 0001 (Application For BIDS Card Enrollment). This form can be obtained and filled out at one of the following registration stations, located at the NPS PD and Student Services Office. Once Section I and II have been filled out, the form must be submitted to the appropriate approving official listed in enclosure (1), for verification and completion of Section III. After final approval, they will proceed to their designated registration location. NPS Students and dependents will use the Student Services Office registration station. All other personnel will utilize the two registration stations located at the NPS Police Department.

4. All CAC holders are required to register in the BIDS system. This should be done within 5 working days after you receive your CAC Card. NPS students and dependents will use the Student Servic4es Office. All other personnel will utilize the PD registration stations. All Teslin card holders (US Military Retirees, DOD Dependents and International Dependents) are also required to register into the BIDS system using their current ID cards if they desire base access. CAC holders and Teslin Card holders are <u>not</u> required to fill out an Application for BIDS Card Enrollment.

This form should be completed for persons requesting a BIDS ID card to permit entry to the NAVAL POSTGRADUATE SCHOOL.

SECTION I.   U.S. Citizen Applicant Information*

Applicant's Full Name(s) *(Last name, First Name, Middle Initial)*	SSN	Drivers License # and State *(Required)*	Dates of Access *(start and stop, and access hours)i.e. M-F 0800-1600*	US Citizen *(Yes or No)*

- **Non- US citizens must** complete additional information on page 2. A BIDS Card **will not** be granted unless this information is provided.

Purpose of Visit:

Contract Expiration:

SECTION II.   Sponsor Information

Name:

Organization: **Phone #:**

SECTION III.   Approving Authority(as designated on ENCL. 1)

_____   _____   _____   _____
(Printed Name)   *(Signature)*   *(Date)*   *(Phone)*

Privacy Act Statement

Principal Purpose: Provide necessary information to determine if applicant meets access control requirements. Use of SSN and/or Drivers license number is necessary to make positive identification of an applicant and his/her records.
Routine Use: None
Disclosure is Voluntary: If information is not provided, all further processing is terminated.

SECTION IV.   Additional Information
Non-US Citizens Only

Name:

Address:

Citizenship: **Country of Birth:**

Social Security #:

Date of Birth:

Passport Number:

   Date of Issue:

   Place of Issue:

VISA Number:

   Date of Issue:

   Place of Issue:

Alien Registration Number:

   Date of Issue:

   Place of Issue: